



## Signing into Schools

To: Dr. Joel D. Boyd, Superintendent  
From: Dr. James P. Hall, Chief Operating Officer  
Date: December 13, 2019

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The following report is in response to the motion by Robert Hoey:

*[Robert Hoey]: Motion to review the school sign-in policy to reinforce that all visitors, whether City employees or not, are to sign in and out of schools due to safety concerns*

All visitors to schools are required to sign-in and sign-out with the front desk administrative assistant. This policy is important in order to account for whom is in a school and to prevent unauthorized people from being in our schools.

Research by the facilities department has indicated that this policy is not always enforced with City employees who may be called to make repairs to schools. Additionally, someone may not be present at certain times to record their visit to schools.

